

ARTICLE 11
HOURS OF WORK & OVERTIME

Section 1: Workday and Workweek.

The standard workday shall be eight (8) hours a day, not including the thirty minute lunch period. The standard workweek shall be five (5) days of forty (40) hours, Monday through Friday.

Section 2: Overtime Hours and Distribution.

- a. Overtime is work in excess of eighty (80) hours a pay period in pay status and/or in excess of the regularly scheduled hours in a day, which is officially directed in advance by an EMPLOYEES supervisor and is compensated for at rates in accordance with applicable regulations. In order to prevent favoritism in overtime distribution, overtime assignments shall be distributed fairly and equitably, and consistent with EMPLOYEE qualification and workload requirements. UNION recognizes IHSHQE's right to order and approve/disapprove Overtime Work by any employee on any work schedule/tour of duty.
- b. General schedule employees who are non-exempt from the Fair Labor Standard Act may take compensatory time instead of overtime payment at their election. Under applicable regulations, the choice of taking s\compensatory time or receiving overtime pay is the employee's. The supervisor will advise the employee if the possibility of repayment in overtime pay or compensatory time does not exist.

Section 3: Overtime Relief.

IHSHQE will, upon request, relieve an EMPLOYEE from an overtime assignment for compelling personal reasons, if there is another qualified EMPLOYEE willing and available for the assignment. Qualifications are determined by management and may include work related considerations in addition to classification.

Section 4: Notice of Overtime.

It shall be the practice of IHSHQE to give EMPLOYEES a minimum of four (4) hours of advance notice, when feasible, when making assignments for overtime work. Notification for planned overtime work on Saturday and/or Sunday shall be made no later than noon Friday.

Section 5: Compensatory Time Off for Religious Observance.

- a. In accordance with HHS Personnel Instruction 550-11, EMPLOYEES may be granted religious compensatory time for religious

observances when personal religious beliefs require them to be absent from work during periods of the workday or workweek.

- b. Religious compensatory time for such observances will be granted except when the adjustment of the work schedule will interfere with the efficient accomplishment of the organization's mission.
- c. Used Religious Compensatory Time must be repaid four (4) pay periods before and/or after its use. Any Religious Compensatory Time not repaid in full, by the fourth (4) pay period after its use must be converted to Leave Without Pay or Annual leave, per request from EMPLOYEE and approved by the supervisor.

Section 6: Rest Period.

EMPLOYEES are entitled to a fifteen (15) minute rest period during each half of the schedule work day. A rest period of fifteen (15) minutes duration will be allowed each period of extended overtime of at least four (4) hours duration. On days when all work is overtime, a rest period of fifteen (15) minutes will be allowed for each period of four (4) hours worked. Rest periods will not be added to periods of leave, lunch, or the beginning or end of the EMPLOYEE'S work day.

Section 7: Additional Rest and Meal Periods.

EMPLOYEES who extend their work day shall be granted additional rest periods in accordance with applicable regulations in appropriate intervals as set forth in Section 6 of this Article. Meal periods shall also be granted and may be taken by EMPLOYEES in accordance with applicable regulations.

Section 8: Absence of Less Than One Hour

An EMPLOYEE who is tardy for less than one (1) hour, or an EMPLOYEE who needs to be absent from their assigned work for a period of less than (1) hour, may be excused without charge to leave or loss of pay at the discretion of their immediate supervisor in accordance with appropriate delegations.